Collaborate Ultra is found under your course menu > tools > Blackboard Collaborate Ultra

1. Share the link to your “room” or “session”.
2. Join the room or session
3. Make sure your audio and video (optional) are working.
4. Others will join the session by following your link or accessing the room through Blackboard.

When you open Collaborate Ultra you will see...

a. A tool to create a scheduled session
b. A link to join the live “room”

Options dropdown allows you to...
- Get a link to invite guests to the room
- Change settings for the session
- View attendee reports
- Lock (close) the room to additional attendees

Inside the meeting (participant view)

Video / Photo of Moderator or current presenter/speaker

Other participants appear below

Session Menu

Recording your sessions is one of the options available in the session menu.

Collaborate Panel

Open the collaborate panel to access chat boards, participant lists, to share content and more.
Inside the meeting (moderator view)

**Tips:**
- Mute your microphone when you are not speaking to help reduce unwanted noise.
- Always test your microphone, speakers, and camera in advance so you are ready to click and join at the start of the meeting.
- If participants cannot join the video conference, they may also join (audio only) by telephone.

**Adjust settings**
- Mute or unmute microphone
- Share or hide camera
- Raise or lower your hand

**Collaborate Panel**
Provides tools to engage participants.

- **Adjust audio and video settings and other meeting room preferences.**
- **Conduct side discussions with individuals or the entire class in the chat panel.**
- **View participants and participant status. Promote participants to presenters or moderators.**
- **Share Content such as PowerPoint presentations and handouts, poll / survey participants for instant feedback or assign participants to breakout groups.**